



**LAC DU FLAMBEAU CHIPPEWA HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
AGENDA REQUEST/REPORT FORM**

Date Received Stamp:

PLEASE COMPLETE FORM AND ATTACH ANY AND ALL AGENDA ITEM MATERIALS/INFORMATION THAT PERTAINS TO THE ITEM(S) YOU WILL BE DISCUSSING.

BOARD OF COMMISSIONERS MEETING DATE: _____

REQUEST EXECUTIVE SESSION: YES NO

1. Name of person(s) making request: _____

Department/Company: _____ Email: _____

Contact Phone Number: _____ Fax: _____

2. What type of action are you requesting the Board of Commissioners take?: Motion Resolution
** If requesting resolutions a draft resolution must be submitted with this form

3. What will be presented and discussed? *(Business Updates, Financial Reports, HR Reports, Other Updates, etc.)*

4. What type of report or documentation will be attached? *(Please attach any materials associated with your report/updates)*

5. Will your topic take longer than 30 minutes?: Yes No If Yes, how long _____

THANK YOU FOR YOUR COOPERATION